



**DIRECTORATE: PUBLIC SERVICES
DEPARTMENT: PUBLIC WORKS
SECTION: ROADS AND STORMWATER
LOCATION: WORCESTER**

**FOREMAN: ROADS AND STORMWATER [PERMANENT]
SALARY: R 257 117.40 – R 333 709.98 pa. [T10] Ref: PS/RS01/092022**

Job Purpose: Co-ordinates and controls the operations of the maintenance of the Roads and Storm Water networks through the application of laid down procedures with respect to maintenance, controlling the activities of personnel and providing guidance on applications in order to ensure optimum functionality levels are maintained and disruptions to services minimized through the introduction and execution of appropriate corrective measures.

Duties:

- Monitors and controls procedural applications associated with the operations and functionality of the Roads and Stormwater.
- Interacting with the immediate superior to establish and confirm priorities and, transporting personnel to specific sites, issuing materials and/or equipment and detailing requirements.
- Ensure acceptable standards are maintained at the site and departmental guidelines and statutory/ regulatory requirements are observed.
- Co-ordinates and controls the tasks/ activities of personnel and allocates and prioritizes outcomes.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
- Assessing and introducing measures to facilitate understanding of processes and procedures, handling applications and/or providing input into specific training requirements.
- Adhere to Health and safety Regulations as set out in Council Policy in accordance with the OHS Act to ensure that subordinates wear necessary protective gear and that safe working procedures are followed.
- Ensure personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency.
- Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection.

- Completing instructional/ operational documentation (vehicle log sheets; overtime schedules; timesheets) extracting information from activity lists and forwarding for approval and processing.
- Maintaining procedural records and registers of inspections and incidents and, providing details during internal
- assessments.
- Ensure administrative sequences dictating reporting requirements, approval procedures and maintenance of records are complied with.
- Co-ordinates the fleet management function.
- Allocating vehicles and plant to the Supervisor/ Driver.
- Controlling the service of vehicles and plant and ensure maintenance by liaising with the Mechanical Workshop.
- Ensure a fully functional vehicle and plant fleet to ensure service delivery.

Requirements: Grade 10 or equivalent technical qualification. Relevant driver's license. Basic Computer Literacy: MS Word / Excel Code C1 / PDP Drivers license. Proven Supervisory skills. Good interpersonal and communication Skills. Be able to work independently. Afrikaans or English / Xhosa speaking. Good technical skills.

Experience: 3 - 5 years' relevant experience required.

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions will be considered.
2. The Municipality is an Equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**.
3. To apply in assured confidence, please do so on the e-mail address: jobs@bvm.gov.za.
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>. Non completion of the BVM application form will automatically disqualify your application. Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, covering letter and driver's licence.**
5. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government : Municipal Staff Regulations.
6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za and mntukulo@bvm.gov.za.**

All applications should reach us by **14 October 2022 at 13:00**

Please note that:

- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications documentation will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment.

COMPETENCIES REQUIRED

Core Professional Competencies

- Demonstrates logical, consequential thinking; and demonstrates the ability to break down complex problems related to delegated tasks into manageable parts and identify solutions.
- Organises, prioritises.
- Understands the roles and responsibilities of each of the other units within his / her department and how they; Understands the roles and responsibilities of other departments within the municipality; Is aware of the municipality's goals and priorities;

Functional Competencies

- Anticipates events, situations and incidents that may impact on the operation of the installation, plant, workshop, etc.; Able to assess practicality of technical specifications for systems and process requirements.
- Displays personal interest in the well-being of colleagues; and Able to use a wide range of interpersonal styles and communication methods to gain agreement or acceptance of proposals.
- Recommends and / or improves safety or security procedures; Reviews safety training materials; Identifies safety issues and problems Takes corrective action — Reports or corrects unsafe working conditions; makes recommendations and / or improves safety and security procedures; enforces safety regulations and procedures.

Public Service Orientation Competencies

- Relates to people at all levels of the municipality; Shows confidence in engagement with internal and external stakeholders; Accurately captures others expectations, ideas and concerns; and Encourages and considers inputs of others.
- Professional in interaction with general public and stakeholders.

Personal Competencies

- Willing to take on new challenges; Pushes self and motivates others for results; Displays a drive to do things better; and successfully completes assignments / tasks within time allocations.
- Honours the confidentiality of matters and does not use it for personal gain or the gain of others; and Deals promptly, and in the interest of the City, in situations where conflict of interest arises.

Management/ Leadership Competencies

- Motivates subordinates to accomplish tasks and missions; Influences others effectively using several techniques; and Has credibility with staff.
- Involves and empowers team in setting and achieving goals; and Participates actively as a member of a team to move the team towards the attainment of goals.

